

**PERFORMANCE WORK STATEMENT (PWS)
FOR
FACILITIES SUPPORT SERVICES**

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C.1 Portsmouth Facilities Support Services Overview and Objectives

C.1.1 Background

The Portsmouth site is a 3,778-acre federal reservation in south-central Ohio, 1 mile east of U.S. Route 23 in rural Pike County. The site is approximately 75 miles south of Columbus, Ohio, and 22 miles north of Portsmouth, Ohio. The nearest residential center is the village of Piketon (approximately 1,800 population), approximately 5 miles northwest of the facility on U.S. Route 23.

The Portsmouth Gaseous Diffusion Plant (GDP) was constructed by the Atomic Energy Commission in the early 1950s for the purpose of enriching the fissionable isotope of uranium from natural uranium to various product concentrations. The facility was originally constructed and operated as a uranium enrichment plant to supply both highly enriched uranium (HEU) and low enriched uranium (LEU) for defense purposes and commercial nuclear fuel sales. After 1991, the Portsmouth site produced only LEU for commercial power plants.

The 1992 Energy Policy Act (1992 EPAct) initiated a process to privatize the Department of Energy's (DOE) uranium enrichment enterprise. Initially, the United States Enrichment Corporation (USEC) was established to operate both the Portsmouth, Ohio, and Paducah, Kentucky, GDPs as a Government Corporation.

The 1992 EPAct also stated that the Portsmouth and Paducah GDPs were to be leased to USEC and required operations of the enrichment process to be regulated by the United States Nuclear Regulatory Commission (NRC), which issued certificates of compliance to USEC for both plants in November of 1996. In March of 1997, regulatory oversight for nuclear safety, safeguards, and security for the leased portions of both enrichment plants officially transferred from DOE to NRC with the following exceptions:

- 1) DOE retained regulatory oversight for personnel security, arming and arrest authority of the protective force; and
- 2) DOE retained regulatory oversight of USEC activities involving uranium enriched to 10% or greater.

In May of 2000, USEC announced that enrichment operations at the Portsmouth site would cease in 2001. In addition, USEC announced its intention to terminate the lease at Portsmouth and return those facilities to DOE. DOE then decided that the GDP should be maintained in a status that would allow a cost-effective resumption of enrichment operations within 18 to 24 months Cold Standby (CSB). The Under Secretary of Energy approved the decision to terminate CSB effective September 30, 2005. Beginning October 1, 2005, the facilities were put in Cold Shutdown (CSD) as an interim measure until decontamination and decommissioning (D&D) activities begin.

In addition to oversight of personnel security and uranium enriched to 10% or greater, DOE also retained responsibility for environmental restoration and legacy waste management activities. Remediation activities in the 1990s were conducted by a Management and Integration (M&I) contractor and managed by the Oak Ridge Operations Office (ORO). A DOE Environmental Management (EM) Portsmouth/Paducah Project Office (PPPO) was established in 2003 to conduct the cleanup. In 2005, a remediation contract was established to begin removal of inactive facilities and conduct ongoing remediation activities. The ongoing remediation activities

have been conducted in accordance with a Consent Decree from the State of Ohio Environmental Protection Agency (OEPA) and an Administrative Consent Order from the US Environmental Protection Agency (USEPA) Region V. In 2005, an infrastructure contract was awarded to provide infrastructure support to the facilities retained by DOE.

In 2007, the decision to proceed with the D&D project was made. The D&D project was established with the approval of Critical Decision (CD)-1. In 2008, an environmental technical services contract was awarded to provide technical support to DOE and support DOE oversight of the D&D project.

The Portsmouth site currently has five major contractors that support DOE with ongoing activities. The contractors and their respective summary level of scope are described below:

- 1) USEC has the lease and services agreement with DOE, which allows USEC to operate the GDP facilities under NRC oversight. USEC performs technetium (Tc-99) removal activities, surveillance and maintenance (S&M) of all GDP leased facilities and systems, infrastructure services for the leased facilities and areas, and provide utility services to all site tenants. A plan for transition and transfer of the facilities and infrastructure services is underway.
- 2) LATA/Parallax Portsmouth (LPP) is a small business remediation contractor performing specific inactive facilities removal work in returned facilities, cylinder management, groundwater monitoring and remediation, and legacy waste disposal. The LPP contract expires in September 2009.
- 3) Theta Pro2Serve Management Company (TPMC) is a small business infrastructure contractor performing the site infrastructure S&M, janitorial services, and grounds maintenance on facilities not leased to USEC. The TPMC contract expires in March 2010.
- 4) Uranium Disposition Services (UDS) is responsible for construction and operation of the Depleted Uranium Conversion Plant (DUF6) plant. Operation is scheduled to begin in fiscal year 2009.
- 5) Restoration Services Inc. (RSI) is a small business contractor providing environmental technical support services directly to DOE.

The site has other tenants who are not directly supporting DOE activities. For example, the Ohio National Guard and USEC use several Portsmouth facilities that have no impact on the FSS.

Portsmouth GDP facilities and its ancillary structures and systems are currently under lease to USEC and are projected to be gradually returned to the Department over the next few years. Those facilities and systems required for USEC's commercial operations for future uranium enrichment at the American Centrifuge Plant (ACP) will remain as leased facilities and systems and will be separate from the FSS.

C.1.2 Contract Purpose and Objectives

The primary objective of this contract is to perform facility support services activities defined herein at the Portsmouth site. This contract reflects the application of performance-based contracting approaches and techniques that emphasize results/outcomes and minimize "how to" performance descriptions. The contractor has the responsibility for total performance under this contract, including determining the

specific methods for accomplishing the work. However, the contractor is required to comply with all applicable federal and state laws and regulations, Executive Orders, DOE Orders (and other types of Directives), Regulatory Permits, Agreements and Orders and Milestones with the regulators (both State and Federal). The contractor shall provide deliverables in accordance with Section C.3, "Summary of Contract Deliverables." These deliverables shall not be separately priced.

Under this contract, the contractor shall perform activities for, but not limited to:

- Contract transition activities,
- Maintaining grounds including roadway, and snow removal
- Providing janitorial services,
- Providing computing, telecommunication,
- Providing personnel security and cyber security
- Providing training services, and
- Providing other support activities necessary for the success of the project including the interface with USEC and other entities on site.

C.2 Description of Performance Requirements

The contractor shall provide the labor, facilities, equipment, materials, and supplies (except as otherwise identified) to accomplish the services and activities described in this Performance Work Statement (PWS). The contractor has the responsibility to utilize recycled content paper products and biobased cleaning supplies including recyclable materials when performing activities under this contract. The contractor shall develop and submit required plans identified in Table C.3-1. Additionally, the contractor shall perform all activities consistent with this contract if additional work activities are assigned by the Contracting Officer.

C.2.1 Contract Transition

The contractor shall perform all transition activities at the beginning and end of the contract. As part of the transition activities, the contractor shall submit a Contract Transition Plan for DOE approval. The Contract Transition Plan shall contain an initial Annual Work Plan that details the work activities to be performed.

The Contract Transition Plan must include a description of all necessary transition activities, involved organizations, and transition schedule. The contractor shall coordinate directly with the incumbent contractor, USEC, DOE, and others to finalize any transition agreements required to assume full responsibility prior to the incumbent contract expiration. During the transition period, the contractor shall provide weekly status of transition activities.

The contractor shall conduct a joint reconciliation of the Government property inventory with the predecessor contractor and contractor responsible for the Property Management. This information shall be used to provide a baseline for this contract, as well as information to closeout predecessor contracts.

Prior to the contract expiration, the contractor shall develop and submit a Contract Close-Out Plan for DOE approval. The contractor shall plan for and support transition to any follow on contractor(s).

C.2.2 Grounds Maintenance, Snow Removal, and Pest Control

The contractor shall be responsible to maintain all equipment required to implement the PWS, in accordance with the manufacturer's recommendation for preventive and routine service as well as any required repairs to maintain the equipment in a safe and serviceable condition.

For the areas identified in Section J, Attachment 5 and Attachment 6, the contractor shall perform work as described below:

The Portsmouth site has 683 ground water monitoring wells that are sampled on a quarterly basis. The areas covering the ground water monitoring wells shall be maintained as described in this PWS. Approximately 25 percent of the groundwater monitoring wells that are sampled on a quarterly basis requires mowing an access route and a 10 foot diameter circle around these wells once in spring and once in summer.

The contractor shall perform grass and vegetation control along sections of security fences and roadways as delineated on the map(s) in Section J. Vegetation control adjacent to security fence sections and roadways identified as DOE owned will be maintained to a width of 25 feet, and a height not to exceed 6 inches on both sides of the fence/roadway including, but not limited to, weed trimming around fences, guardrails, signs and other structures within the 25 foot area unless prohibited by natural barriers.

Areas identified as Mowing Lawn Areas in the map(s) in Section J, grass shall be maintained to a height not to exceed 6 inches, and weed trimming will be accomplished in these areas around structures and other permanent objects.

Mowing in bush hog areas shall be accomplished one time per year. The annual mowing is conducted to ensure that brush and small trees do not take permanent root and the area remains open and clear of trees and brush.

The contractor shall maintain the outer boundary fence and provide brush control adjacent to the outer boundary fence (X-208A). The fence will be maintained clear of trees, brush and other vegetation to the degree that the fence is not damaged. Repairs to the fence shall be accomplished to ensure the fence is capable of confining farm animals and acts as a barrier to notify personnel that they are entering DOE restricted access property. The fence shall be posted in accordance with requirements identified in 10 CFR 860.6, Trespassing on Department of Energy Property. The contractor shall coordinate with the D&D contractor who is responsible for the physical security to obtain the specifications for the requisite signage.

There are 15 ambient air monitoring stations at various locations surrounding the DOE site at Portsmouth. Access to the monitors is necessary to maintain these monitors on a regular basis. The contractor shall maintain a mowed pathway leading to the monitors and a 50 foot diameter circle around each of the monitors to a height to ensure safe walking access.

A number of Solid Waste Management Units (SWMUs) are present at the Portsmouth site. Some of these SWMUs have caps that require maintenance and mowing, such as: X-231A, X-231B, X-734A, X-734B, X-735, and X-749 Areas. Care must be taken not to damage the caps by scalping of the vegetative cover, rutting, fertilizer burn, or other

means. In performing activities in these areas, the contractor shall consult and coordinate with the D&D contractor to prevent any potential damage during maintenance and mowing. Mowing, maintenance and repair requirements for these caps are delineated in the Integrated Surveillance and Maintenance Plan (DOE/OR/11-3081&D2) for the Portsmouth Gaseous Diffusion Plant, Piketon, Ohio. The contractor shall be responsible for the mowing, repair, fertilization, monument maintenance, and pest control of these caps in strict compliance with the plan.

Snow/Ice removal is required at several locations during the winter months, as identified in Section J, Attachment 6. Snow/Ice shall be removed from the designated locations around steps, entrances, sidewalks, roadways and parking areas 90 minutes prior to the start of a shift to alleviate safety hazards for oncoming shift workers. Snow removal shall be followed with salt or calcium treatment as necessary to ensure a clear non-slip surface is provided for pedestrian and vehicle traffic. Snow/Ice removal shall continue for as long as necessary during the life of the snow/ice event to ensure a safe snow/ice free surface in these areas.

Pest control services shall include, but are not limited to, insect pest control spraying and rodent control services, as identified in Section J, Attachment 6. Populations of animal and insect pests located outdoors on site property shall also be controlled. The contractor shall maintain a regular inspection and service schedule for each building or location to facilitate the pest control effort. DOE approval shall be obtained prior to making any significant structural changes for the purpose of pest control.

C.2.3 Roadway/Parking Lot Maintenance

The contractor shall maintain paved and unpaved roads as identified in Section J, Attachment 6. Gravel roads shall be maintained with regular grading sufficient to avoid large potholes and with sufficient gravel to make the road passable by passenger vehicles without the need for all wheel drive. Paved roads shall be maintained free of potholes and with adequate striping to make the roadway boundaries readily visible at night. Parking lot maintenance includes patching of potholes, placing and replacing parking blocks, striping, sealing, and cleaning as necessary.

Drainage ditches shall be maintained clear of debris and obstacles in order to maintain proper drainage. Culverts shall remain clear of obstructions and maintained in a manner that precludes washouts. Culverts shall be replaced when they become structurally compromised or indication of a subsidence or sink hole is evident.

Traffic control signs and traffic control devices shall be maintained on DOE roadways. Guardrails shall be maintained in good serviceable condition including any necessary coatings to prevent corrosion of the metal surfaces.

Bridges shall be inspected annually in accordance with Ohio Department of Transportation and National Bridge Safety Standards. An inspection report shall be provided to the DOE with recommendations, considering the urgency of the condition that may require repairs: the recommendation shall include scope, estimated budget, and schedule.

All roadways identified as the contractor's responsibility to maintain (see Section J, Attachment 6) shall be kept clear of fallen trees, limbs and storm debris as necessary.

Overgrowth of trees, vines or bushes along roadways shall be kept trimmed away from the roadway in a manner that allows for normal passage of traffic and requisite clearance.

C.2.4 Janitorial Services

The contractor shall provide janitorial services for those facilities identified in Section J, Attachment 6. Janitorial services include, but are not limited to, daily trash collection and removal from offices, conference rooms, cafeteria, break rooms, copier rooms, rest rooms, and shower rooms.

Rest room and shower room facilities shall have all fixtures cleaned on a daily basis. All toiletries shall be replenished at the time of cleaning and shall include but not be limited to, paper towels, toilet paper, hand soap, and other items as necessary. Floors shall be wet mopped with a sanitizing cleaner, shelves and mirrors shall also be wiped down with an appropriate cleaning agent.

Cleaning of glass windows and doors will be required in appropriate areas such as executive offices, lobby areas, and occupied facilities.

All carpeted areas shall be vacuumed weekly. Stairwells shall be swept and damp mopped weekly. Tile floor areas shall be swept or dust mopped weekly. Tile floor areas shall be waxed and buffed at a frequency that maintains the area in an appropriate condition. Painted floor areas shall be swept weekly and wet mopped monthly.

Carpeted areas shall be cleaned as needed to maintain a neat appearance. All carpeted areas shall be cleaned no less than once per year. Spot cleaning should be accomplished if stains or spills occur.

Water fountains shall be cleaned and sanitized daily. Water dispensers shall also be cleaned and sanitized to comply with the manufacturer's recommendations.

Janitorial services will also be required to clean up water leaks and spills occasionally.

Janitorial services also include the collection and removal of recycle materials from the building. Currently, office paper, card board, plastic bottles, and aluminum cans are recycled at Portsmouth. In addition, the contractor is required to provide proper storage and collection of recyclable light bulbs generated from janitorial activities.

Annual cleaning of HVAC diffusers and cold air return grills in office space is required in occupied office areas.

The contractor shall re-lamp fixtures contained in the facilities identified in Section J of Attachment 6 that do not require tools to access. Lamps will be stored in a manner compliant with all applicable rules and regulations.

C.2.5 Computer and Telecommunication Services

The contractor shall provide all necessary computer and telecommunication equipment (including cell phones, personal digital assistants (PDAs), video conferencing, copiers, and fax machines except for pagers and radios) and services to the D&D project. In

addition, the contractor shall manage the use of communication radios for its own work in coordination with USEC, the license holder or D&D contractor.

The contractor shall maintain local area networks (LANs) as separated networks. The LANs shall be available for use by the contractor, D&D contractor as well as onsite subcontractors and the Portsmouth site. The LANs shall be configured to allow separation of multiple users. LAN support includes operation, maintenance, data backups, repairs and upgrades to the LAN system and components as necessary to provide reliable and ongoing connectivity. The contractor shall provide basic operating software for usage of the LANs. Network administration, customer service support, Help Desk support, and computer repairs shall also be provided to all D&D project contractors, except the DOE support contractor. Customer service support includes unpacking, installation, testing, removal of personal computers (PCs) and related components and software installation, removal, or upgrades as necessary, ensuring operability between PCs and peripheral devices, the LAN and the Wide Area Network (WAN); and providing personal interface in assessing user needs through personal visits and telephone.

The contractor shall provide basic support to the DOE site network including but not limited to, unpacking, installation, testing, removal of personal computers (PCs), printers, copiers and all associated consumables and related components, wiring, moving and basic hands on support in coordination with the DOE Lexington Office Help Desk.

The contractor shall establish and maintain the capability to access and utilize the DOE systems or databases, which include but are not limited to: Computerized Accident/Incident Reporting System (CAIRS); Non-Compliance Tracking System (NTS) database; Occurrence Reporting and Processing System (ORPS); Foreign Access Central Tracking System (FACTS) database; Facility Information Management System (FIMS); Condition Assessment Information System (CAIS); Federal Telephone System Access; EM'S Integrated Planning, Accountability, and Budget System (IPABS).

The contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE.

The contractor shall maintain peripheral activities related to the telephone system for its own work. Such activities include, but are not limited to, individual phone unit replacements, and working with USEC on moving office phone numbers.

C.2.6 Security

Physical Security (facility) - Physical security is within the scope of the D&D contract. Physical security entails the lock and key program, facility access, security management (to include plans, procedures, and input to site security planning performed by USEC), and facility registration. The contractor shall provide necessary support to the D&D contractor to ensure the physical security of the facilities and areas for which the FSS contractor is responsible.

C.2.6.1 Personnel Security

The contractor shall develop and submit Safeguards and Security plan for personnel security. The contractor shall provide Personnel Security services and programs for the D&D contractor, ETS contractor, and DOE. Personnel Security

includes, but is not limited to, clearance processing, personnel security program support, visitor control, including foreign national visits and badging (photo and fabrication of badges), and certified laboratory testing services related to drug testing in accordance with the requirements identified in DOE O 3792.3, Drug-Free Federal Workplace Testing Implementation Program.

The contractor shall provide Homeland Security Presidential Directive (HSPD-12) credentials for all site personnel as well as the Portsmouth/Paducah Project Office (PPPO) in Lexington, KY.

C.2.6.2 Cyber Security

Cyber Security requirements are specified in DOE O 205.1A, the Under Secretary of Energy Program Cyber Security Plan (PCSP) and the Office of Environmental Management Program Security Plan (PSP). The Contractor is responsible to ensure that all Cyber Security requirements are rolled down to all subcontracts supporting this contract. Major areas of concern addressed in policy are the handling of sensitive information to include personally identifiable information (PII), protecting information and information systems from unauthorized access, and reporting any significant attempts or successful intrusions into these systems by unauthorized individuals.

Cyber Security personnel and privileged users such as systems administrators may be required to obtain a DOE Q clearance under this contract.

The contractor is to be pro-active regarding cyber threats, as attempting to create policy to keep pace with these threats is an impossible task. Systems must be protected based on evolving threat. This is the basis of the Federal Information Systems Management Act (FISMA) and will be the guiding principle for Information Systems under this contract. FISMA requires all IT systems be Authorized to Operate (ATO) and that the Designated Approval Authority (DAA) be a senior federal employee. An ATO will be based on how well the contractor implements the DOE policy specific to cyber security and the contractor's ability to prevent, detect, contain and report any malicious activity and intrusion into IT systems used to support this contract.

Authorization to Operate:

The DAA and only the DAA has the ability to grant an ATO or a Denial of Authorization to Operate (DATO). IT systems covered under this contract will operate in accordance with all terms and conditions specified in the ATO and will not operate if a DATO has been issued. If a DAA issues a DATO, all costs associated with any mission delay will be the responsibility of the Contractor and not the Federal Government.

Applications:

Applications purchased or developed to support the mission under this contract must be able to run on mandatory IT baseline security configurations without any deviations. Legacy applications must deploy compensating controls as long as they are implemented and must be replaced as soon as feasible as determined by

the DAA. Contractors should use federally available enterprise applications and licenses, if they exist, prior to purchasing or developing custom products to implement the contract. This includes enterprise solutions to provide cyber security.

The contractor shall provide cyber security services to the D&D contractor. The cyber security responsibility for the ETS contractor and DOE are covered by the DOE-PPPO. The contractor shall ensure safe, efficient, and effective implementation of cyber security requirements.

C.2.7 Training Services

The contractor shall develop and maintain a training program (computer based and non-computer based), develop a training schedule, and conduct mandatory and site specific training for the D&D project personnel other than USEC and, as required, for visitors. The contractor shall provide training services that include developing the training program, updating and documenting necessary databases and systems related to the training program, notifying and maintaining training schedules, and providing training qualification records for each employee for the Portsmouth D&D project personnel including DOE and its support contractor personnel. The contractor shall provide the training service to ensure compliance with applicable environmental health and safety laws, regulations, including but not limited to, RCRA, CERCLA, OSHA and DOE Orders. The examples of the training courses are Annual Security Refresher, General Employee Training (GET), Fire Extinguisher Training, Rad Worker I and II, Hazardous Waste Operations, Respirator training, Heavy Equipment Operation, etc.

The contractor shall be responsible for coordinating with the D&D contractor to ensure the appropriate and required training services are available to maintain environmental and personnel safety while performing work under this contract.

C.2.8 Environment, Safety and Health, and Quality (ESH&Q) Program

The contractor's environment, safety and health, and quality (ESH&Q) program shall be operated as an integral, but visible, part of how the organization conducts business. The contractor shall ensure that cost reduction and efficiency efforts do not compromise ESH&Q performance.

The contractor shall perform all activities in compliance with applicable health, safety, and environmental laws, orders, regulations, and national consensus standards; and governing agreements, permits, and orders executed with regulatory and oversight government organizations. The contractor shall take necessary actions to preclude injuries and/or fatalities, keep worker exposures and environmental releases as low as reasonably achievable below established limits, minimize the generation of waste, and maintain or increase protection of the environment. The contractor shall coordinate with other site entities to ensure a clear understanding of respective site roles and compliance with environmental requirements (e.g., applicable laws, regulations, permits, orders and agreements).

The contractor shall develop and implement an Integrated Safety Management System (ISMS) that complies with Section I Clause entitled "Integration of Environment, Safety, and Health into Work Planning and Execution." The contractor shall ensure all work is

performed safely and in a compliant manner that assures the workers, public, and environment are protected from adverse consequences. The contractor shall review and continuously improve the ISMS.

The contractor shall put in place a system that clearly communicates the roles, responsibilities, and authorities of line managers. The contractor shall hold all line managers individually accountable for implementing necessary controls for safe performance of work in their respective areas of responsibility. The contractor shall establish effective management systems to identify deficiencies, resolve them in a timely manner, ensure that corrective actions are implemented (addressing the extent of conditions, root causes, and measures to prevent recurrence) and prioritize and track commitments and actions for its own work. The contractor shall consider ESH&Q performance in selection of its subcontractors and incorporate ESH&Q requirements and the ISMS into subcontracts.

The contractor shall designate an individual to be responsible for and administer emergency management functions for the organization. This responsibility includes, but is not limited to, interface with the lead entity who is responsible for site wide emergency management issues, to include participation in training, drills and exercises, and establishing fundamental worker safety programs consistent with DOE Order 151.1C.

The contractor shall be responsible for coordination with the D&D contractor for work requiring radiological surveys.

The D&D contractor provides safety and health personnel protective equipment and personal dosimetry, personnel monitoring, and calibrate and maintain monitoring and survey equipment as needed. The contractor shall be responsible for providing the ESH&Q representative who shall coordinate with the D&D contractor for the supply of the necessary Personal Protective Equipment (PPE) and monitoring equipment. The contractor shall support the D&D contractor in complying with all requirements to ensure protection of the workforce and the environment.

The contractor shall establish, implement, and maintain a Quality Assurance program meeting the requirements of ANSI/ASME NQA-1, Quality Assurance Requirements for Nuclear Facility Applications, unless otherwise specified in this contract. The extent to which NQA-1 applies is dependent upon the nature and scope of work to be performed, and the relative importance of the items or services being produced, as determined by the contractor and subject to review and approval by the Contracting Officer's Representative (COR) or as otherwise specified in this contract.

The quality assurance program plan shall be submitted to the Contracting Officer or his designated representative for review and approval. The Contracting Officer may furnish written notice of the applicability of the contractor's quality assurance program.

All supplies and services under the contract, whether manufactured or performed within the contractor's facility or at any other source, shall be controlled at all points necessary to ensure conformance with contractual requirements. The contractor is responsible for all supplies and services provided under this contract unless otherwise stated.

Government inspection shall not replace contractor inspection or otherwise relieve the contractor of his responsibility to furnish an acceptable product.

C.2.9 Waste Management and Pollution Prevention

The contractor shall develop and submit the Waste Management Plan for approval. The contractor shall provide the following waste disposal services for D&D, ETS contractors, and DOE:

The service will include, but is not limited to, disposal of non-radiological waste, sanitary, recyclable and office waste, including waste generated from janitorial services. The contractor shall be responsible for recycling of printer and copier toner cartridges.

The contractor shall implement a Pollution Prevention Program, which includes recycling to ensure that unnecessary waste is not generated and to encourage waste reduction.

C.2.10 Other Activities

Interface - In addition to USEC, several other entities will be operating onsite. During the term of the contract, the contractor will need to interface with other site contractors and site tenants to accomplish work. Section J, "The Portsmouth D&D Project Site Services and Interface Requirements Matrix" identifies the specific areas of interface points. The contractor shall establish, appropriately document, and manage interfaces in performing the work under this PWS. The contractor shall submit, for CO approval, any changes to Section J, Attachment 7, Portsmouth D&D Project Site Services and Interface Requirements Matrix, as appropriate, consistent with the approved changes that may occur during the contract period.

Mail Services - The contractor shall provide the central location for U.S. Postal and inter-company mail pick-up and drop-off (except for Certified Mail which is serviced by USEC) for DOE, ETS, and D&D contractors. Each contractor is responsible for its respective internal mail services.

Records Management and Document Control - The D&D contractor has the responsibility to develop and implement a records management program that complies with the requirements for managing records in all formats, including early capture and control throughout their lifecycle in accordance with DOE O 243.1, Records Management Program and DOE O 243.2, Vital Records. The contractor shall provide all records and documents for the work performed under the contract consistent with the Records Management Program. The contractor shall manage and ensure maintenance of its employee records (e.g., medical and personnel).

The contractor shall be responsible for developing and maintaining sound document control systems and processes for its internal purposes ensuring efficient tracking and retrieval of documents and information.

The contractor shall support DOE compliance with the Freedom of Information Act (FOIA), Energy Employees Occupational Illness Compensation Program Act of 2000 (EEOICPA) and litigation discovery efforts including document scanning and records retrieval from on-site storage facilities.

Laundry Service - This service is provided by the D&D contractor.

Medical Service – The contractor shall be responsible for providing medical services for its own employees under this contract. Drug testing will be required in accordance with DOE O 3792.3, Drug-Free Federal Workplace Testing Implementation Program.

Shipping and Receiving Services – The contractor shall provide shipping and receiving services for DOE and DOE contractors and subcontractors. The service shall provide for receipt of materials at the loading dock including receiving and recording of bills of lading into a shared database that is accessible for all customers to view and track shipment status. The contractor shall not be responsible for invoices for any other contractor's materials. Receipt of material at the loading dock includes verifying the number of containers and material quantities contained in the shipment and performing visual inspection of the shipment.

Materials received at the loading dock by the contractor shall be verified and transported to the location designated by the purchasing contractor as soon as possible following receipt to avoid any impact to the performance of the purchasing entity. Quality inspections required by the purchasing contractor shall be provided at the loading dock location by the purchasing contractor prior to delivery of materials to the field location designated. The contractor will be responsible for notifying the purchasing contractor that the material is received and ready for quality inspection.

The contractor shall be responsible for shipping services via commercial carriers. DOE and DOE contractors and subcontractors will package the material in the appropriate packaging for shipment and deliver the item required to be shipped to the loading dock area. The contractor will maintain all paperwork and tracking numbers associated with the shipment and coordinate the shipment with the appropriate shipping service agency. The contractor shall provide shipping services for laboratory samples and recycle materials. Recycle materials include aluminum cans, office paper, cardboard, light bulbs, and plastic containers.

Materials received shall be stored in appropriate locations as necessary to preserve the quality of the material. Appropriate care should be provided to secure all items from theft or misappropriation as needed. The loading dock and material storage areas shall be appropriately secured when not attended by contractor personnel.

Shipping of environmental waste from the site is not included under this PWS.

Property Management System – The D&D contractor is responsible for the property management system and administration of the real and personal property program. The D&D contractor also conducts property inventories, disposition operations, and provides input to the Facility Information Management System (FIMS) for real property.

The FSS contractor shall manage all assigned Government-owned accountable and non-accountable personal property in accordance with 41CFR101 and 41CRF109.

C.2.11 Project Management and Project Support

C.2.11.1 Project Management and Project Controls

The contractor shall establish, maintain and use a project control system that accurately reflects the project status relative to cost and schedule and tracks changes to the baseline consistent with Section H clause, Project Control Systems and Reporting Requirements.

The contractor shall provide all management and technical information to:

- Meet the requirements of DOE O 413.3A, Program and Project Management for the Acquisition of Capital Assets and DOE M 413.3-1, Project Management for the Acquisition of Capital Assets;
- Support the budget formulation activities throughout the contract period including, but not limited to emerging work items list; budget formulation input (including Integrated Priority List), full limited budget update submission, budget scenario development, and, budget presentations (such as public and regulatory briefings, etc.);
- Meet the data requirements of the DOE Integrated Planning, Accountability and Budgeting System;
- Support audits, evaluations, and external technical reviews, and
- Support other DOE project performance assessments and information needs.

All project management information developed under this contract shall be accessible electronically by DOE.

In support of the Portsmouth Site Integrated Baseline development by the ETS contractor, the contractor shall provide the baseline information to the Portsmouth ETS contractor.

The contractor shall develop Annual Work Plans for work to be performed during the succeeding year. These plans will define in detail the work to be performed, including technical, cost, and schedule requirements. They will be consistent with the Master Plan maintained by the D&D contractor, DOE programmatic and budget guidance, regulatory agreements and requirements, and other directions from the Contracting Officer or Contracting Officer's Representative (COR). The Annual Work Plans shall be submitted for approval.

The contractor shall prepare and submit for DOE approval, a Project Execution Plan (PEP), consistent with the requirements in DOE O 413.3A, and DOE M 413.3-1. The contractor shall provide as an attachment to the PEP, a Project Control System Description that complies with the requirements of DOE O 413.3A, DOE M 413.3-1, and American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA)-748-A-1998 Earned Value Management Systems (EVMS).

The contractor shall conduct a compliance review of the Earned Value Management System (EVMS) for compliance with ANSI/EIA-748 per DOE O 413.3A and submit a letter of self certification to DOE within six (6) months of contract award.

Performance Measurement Baseline (PMB) Submittals

The PMB is an integrated and traceable technical scope, schedule, and cost life-cycle baseline that encompass all activities to execute the requirements of this contract. The contractor shall submit the PMB to DOE for review and approval.

The baseline shall be accessible to DOE at any time through access to electronic files.

The contractor shall develop and maintain an annual and multi-year PMB consistent with the "Near Term Performance Baseline" and "Out year Planning Estimate Range (OPER)" concept in which the near term, first five (5) fiscal years, is addressed in greater level of detail than the OPER in the following years. The PMB shall be developed to achieve review and validation of the Near-Term Performance Baseline and verification of reasonableness of the OPER by the DOE external independent review.

The contractor shall provide the WBS, WBS dictionary data, and basis of estimate data in either Microsoft Word® or Microsoft Access® format. Cost data shall be provided in Microsoft Access® or Excel® format and the schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction® software unless agreed to otherwise by DOE.

C.2.11.2 Project Support and Administration

The contractor shall provide administrative services including, but not limited to, management, financial, legal, procurement, program management, taxes, human resource management, and diversity commensurate to support the PWS.

C.3 Summary of Contract Deliverables

Table C-3, Summary of Contract Deliverables, summarizes the specific products the contractor shall submit to the DOE, the type of action DOE will perform, the associated DOE response time, and the date/timeframe that the contractor is required to submit the product.

Deliverables are considered contractor endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- **Approve** – The contractor shall provide the deliverable to DOE for review and approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the contractor and the contractor shall provide written responses. The contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- **Information** – The contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. The contractor shall respond to all written comments.

Table C-3, Summary of Contract Deliverables, does not include all required deliverables identified in applicable other contract sections, DOE directives, federal regulations, or

regulatory documents. The contractor shall be responsible for compliance with List A and B of Section J.

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Table C.3 – 1: Summary of Contract Deliverables

	Deliverable	Deliverable Reference	DOE	Deliverable Due Date¹
1.	Transition Plan	C.2.1	Approve	5 days after award of contract
2.	Transition Status Report	C.2.1	Information	Weekly during transition period
3.	Contract Close-Out Plan	C.2.1	Approve	One (1) year prior to contract expiration date
4.	Updates to Services and Interface Requirements Matrix	C.2	Approve	As required
5.	Performance Measurement Baseline with outyear planning package including e.g., Project Execution Plan (including Project Control Description), Risk Management Plan	C.2.11	Approve	90 days after award of contract and as required
6.	Annual Work Plan	C.2.11	Approve	Annual
7.	Financial Accounting and Reporting/Cost Management Report	H.1	Approve	Monthly
8.	Project Performance Report	H.1	Information	Monthly
9.	Award Fee Self-Evaluation of Performance	H.1	Information	15 days after end of evaluation period.
10.	Budget Allocation Plan	H.1	Information	Annually and as required
11.	Integrated Safety Management Systems Program and Plans (H&S, Environmental Safety, Emergency, etc.) and other reports required by DOE Order.	C.2.8	Approve	90 days after contract award and annual update.
12.	Worker Safety and Health Plan	10 CFR 851	Approve	90 days after contract award: dated annually for changes.
13.	Input to Site Emergency Plan: Emergency Coordinator	C.2.8	Approve	90 days after contract award: updated annually.

¹ All days refer to calendar days.

	Deliverable	Deliverable Reference	DOE	Deliverable Due Date¹
14.	Non-Conformance Reports and Incident/Accident Reports (including subcontractors information)	C.2.8	Approve	Quarterly to CAIRS per DOE M 231.1-1A, Chg 2.
15.	Occurrence Reporting and Processing System Reports	DOE M 231.1-2	Approve	Per occurrence
16.	Quality Assurance Plan	C.2.8	Approve	90 days after award of contract
17.	Safeguards and Security Plan for Personnel Security	C.2.6	Approve	90 days after award of contract
18.	Waste Management Plan	C.2.9	Approve	90 days after contract award: Input to D&D contractor.
19.	Submission of Invoices	G.6	Approve	Monthly
20.	Fee Invoices	G.6	Approve	Quarterly
21.	Award Fee Self Evaluation of Performance	H.12	Information	15 days after end of evaluation period
22.	Work Force Plans	H.	Approve	TBD
23.	Key Personnel List	H.	Approve	30 days prior to any proposed changes
24.	Headcount for end of current fiscal year and projected headcount for upcoming fiscal year	H.	Information	As required
25.	Compensation Plan	H.	Approve	Within 90 days of award
26.	Annual Overtime Control Plan	H.5	Approve	90 days after contract award: as required
27.	Employee Benefits Value Study (Ben-Val)	H.	Approve	Every 2 years
28.	Computer Security Incident Report	DOE O 205.1A	Information	Per occurrence
29.	Program Cyber Security Plan (PCSP)	DOE O 205.1A	Approve	60 days after contract award: every 2 years thereafter
30.	PCSP Self Assessment	DOE O 205.1A	Information	Annually
31.	Occurrence Reporting and	DOE M	DOE	Per occurrence

	Deliverable	Deliverable Reference	DOE	Deliverable Due Date¹
	Processing System Reports	231.1-2	Approval of event reports	
32.	Worker Safety and Health Plan	10 CFR 851	DOE Approval	30 days after contract award; updated annually for changes
33.	Workplace Substance Abuse Program	DOE O 350.1, Chg. 1	Approve	90 days after contract award.
34.	Revenue Disclosure	SFFAS No. 6	Information	Year-end
35.	Energy Management Plan	DOE O 430.2B	Approve	90 days after contract award, updated annually thereafter by October 20
36.	Management Representation and Certification	Financial Statements	Information	Annually – special request.
37.	Employer's Accounting for Postretirement Benefits Other than Pensions	SFFAS 106 and 132	Information	Annually – special request.
38.	Employer's Accounting for Pensions	SFFAS 87 and 132	Information	Annually – special request.
39.	Environmental Liabilities	Financial Statements	Information	Annually and quarterly – special request.
40.	Environmental, Safety, and Health Liabilities	Financial Statements	Information	Annually and quarterly – special request.
41.	Energy Efficiency Progress Report	Executive Order 13423	Information	As requested